

ODOT Training Instructions

All members of the Cascades West ACT are required by the State's Department of Administrative Services (DAS) to complete [two trainings](#) by December 31st, 2018. The courses are "Maintaining a Harassment Free and Professional Workplace" and "Preventing Sexual Harassment". Any training assigned by DAS is now a requirement of membership in the ACT.

The ACT agenda for December 13th includes this training but members may also complete the training on-line independently. In either case, every ACT member must have an account with the State's on-line learning platform called iLearn to facilitate compliance.

Options for creating an iLearn account:

1. Create the account on-line using the [linked instructions](#) prior to the training on December 13th.
2. Give permission at the December 13th meeting for an account to be created on your behalf. In this case, members would provide an email address and signature on a sign-up sheet.

Options for completing the training:

1. Attend the December 13th ACT training. Attendance will be added to your new iLearn account afterward by staff.
2. Complete the training independently at [iLearn](#) using the instructions above by December 31st. If having difficulty finding the courses in the search bar, contact James Feldmann at the email below to have the courses assigned to your account.

For support or questions, please contact James Feldmann, ODOT, at 541-757-4197 or james.feldmann@odot.state.or.us.